



Summer Student Position: Club Administrator  
Expected Start Date: May 31, 2021  
Expected End Date: August 27, 2021  
Expected Hours per week: 35  
Salary Range: \$12.00-\$15.00/hour based on experience

The Winnipeg Rowing Club (WRC) is a not-for-profit organization providing rowing programs and services from youth to seniors. Our mission is to promote the sport of rowing, plus provide facilities, equipment, administration and coaching.

**Job Responsibilities:**

- Helps manages the daily operations of the rowing club, including program registration, answering inquiries and assisting with general club operations.
- Provides customer service to members, program participants and the general public.
- Resolves problems by clarifying the members/customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, and following up to ensure resolution.
- Demonstrates a strong customer service philosophy and positive attitude. Is sensitive to the needs of both healthy and at risk clients and is able to be tactful and diplomatic with diverse clientele.
- Works collaboratively with the coaching staff and the board to increase participation in rowing by promoting the sport and supporting current members.
- Organizes travel logistics to out-of-town competitions for members.
- Leads by example to ensure compliance with policies, plus promote and assist with programs such as learn-to-rows.
- Markets club programs through social media channels and ensure website kept current.
- Assists with organizing the club special events and programming, such as annual Community Rowing Challenge and with any team building events, which may include youth organizations.
- Strong attention to detail, data entry skills and ability to meet deadlines.

- Due to the presence of Covid 19 in our community, we must be constantly aware of cleanliness within our club. This position would require the applicant to monitor and clean the washroom facilities on a regular basis to make sure that we are following guidelines set by the province, for building used for public use, during this period.
- Assists with keeping the club's boat fleet in good condition.
- Other duties as assigned.

**Qualifications:**

- Full time student enrolled in a post-secondary institution, planning to return full time in the fall. Enrollment in a sport or recreation program, commerce, business administration or similar program would be considered an asset.
- Good working knowledge of Word, Excel and Google tools
- Experience with various with social media platforms and web content management system would be considered an asset.
- Experience working for a recreation focused organization or not-for-profit
- Customer service experience and ability to maintain good relationships with members & staff
- Coaching experience, pleasure craft operator credentials and current First Aid & CPR certification would be an added bonus.
- Able to work alone or as part of a team that may include volunteers
- Demonstrated strong written and verbal communication skills
- Willingness to work outdoors as needed

Deadline for Applications:        Monday, April 5, 2021

Applications should be sent to Tom Pundyk, [president@winnipegrowingclub.ca](mailto:president@winnipegrowingclub.ca)

Please include a cover letter and resume. Interview candidates will be asked to provide two references. We thank all applicants for applying. Short-listed candidates will be invited for an interview.